



**US Army Corps
of Engineers®**
Wilmington District

Bulletin #: 2009 SCEP/STEP
Opening Date: 15 October 2008
Closing Date: 30 September 2009
Open to All U.S. Citizens

RECRUITING BULLETIN

Wilmington District, US Army Corps of Engineers, Attn: CP/Jennifer Haggett 69 Darlington Avenue,
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STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP) STUDENT CAREER EXPERIENCE PROGRAM (SCEP) \$16,880-\$62,593

All applications received under previous announcements will remain active for one year from receipt, after which time applicants must reapply to be considered.

Applications that are accepted under this announcement remain active for consideration for possible vacancies until 30 September 2009, after which time applicants must reapply to be considered.

DUTY LOCATIONS: North Carolina and Virginia-see employment consideration form to indicate preference

SALARY: Grade and salary depend upon duties to be performed, the curriculum, and qualifications of the student. Students employed may be eligible for pay increases as they progress in their work and upon recommendation of their supervisor.

OBJECTIVE: To employ students, giving them a chance to work in Federal agencies so that they can resume or continue their education without interruptions caused by financial pressures. The program is designed to benefit students who are in 2 year associates or higher program.

The SCEP program provides experience that is directly related to the student's educational program and curriculum and career goals.

MAJOR DUTIES: Duties depend on the position for which the student has been selected.

Career Fields include: Accountant, Administrative Support, Biology, Cartographer, Civil Engineering, Community Planner, Deckhand, Economist, Geographer, Marine Oiler, Mate, Mechanical Engineering, Natural Resources Specialist (Ranger), Office Automation, Park Ranger (Summer/Seasonal), Physical Science, Physical Scientist, Program Analyst, Regulatory Specialist, Second Mate, Secretary, Survey Technician, Wiper, Workforce Support Assistant

WORKING CONDITIONS: Work may involve a mixture of indoor and outdoor activities, including exposure to inclement weather OR work may be sedentary in nature and performed in an office setting.

WORK SCHEDULES: Student's may be required to work nights, weekend, or shifts. Work may not interfere with student's school schedule.

QUALIFICATIONS REQUIREMENTS:

1. Student Status Requirements:

- a) A student enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, degree, etc.)
- b) At least the minimum age required by Federal, state or local laws and standards governing the employment of minors.
- c) Taking at least half-time academic course load in an accredited school

2. Minimum Level of Education

Enrollment in high school diploma program.

3. Must be a US citizen or National with allegiance to the US

Only a United States citizen (including citizens of Guam, Northern Mariana Islands including Siapan, Rota, Tinian; Puerto Rico; and the Virgin Islands of the United States, including St. Croix, St. Thomas, and St. John) and nationals from American Samoa and Swains Island may be appointed to this position.

4. Employment of Relatives: In accordance with 5 CFR part 310, a student may work in the same agency with a relative when there is no direct reporting and the relative is not in a position to influence or control the student's appointment within the agency.

5. Other Requirements

- ☐ Personnel security investigation required.
- ☐ License/Certification: Valid State Drivers License
- ☐ One year trial/probationary period may be required.
- ☐ Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- ☐ Direct Deposit of Pay is required.
- ☐ Drug Testing may be required.
- ☐ Medical Exam may be required.

BENEFITS: Students in these positions are eligible for holiday pay as well as to earn sick and annual leave. Some positions are eligible for health benefits, retirement, or life insurance.

WHERE AND HOW TO APPLY:

U.S. ARMY CORPS OF ENGINEERS
ATTN: CP/Jennifer Haggett (2009 SCEP/STEP)
PO Box 1890
Wilmington, NC 28402

1. Résumé

2. Employment Consideration Form*

3. Transcript-(if in the first semester/quarter of college/technical school, submit high school transcript), may be an unofficial copy. If hired, will be required to submit official transcript.

4. Verification of Student Status form * (the school registrar or career center coordinator must complete)

5. Class/Work Schedule Form *

6. DD-214, Discharge Certificate (if a veteran)

7. Declaration for Federal Employment, OF 306 *

8. Enlarged copy of valid driver's license

* may be obtained from <http://www.saw.usace.army.mil/CPAC/index.htm>

INCOMPLETE APPLICATIONS MAY AFFECT ELIGIBILITY TO BE REFERED

NOTE: If selected, candidate will be required to complete Employment Verification Form in accordance with PL 99-603, which requires employers to hire only individuals who are eligible to work in the United States.

ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, POLITICAL, AFFILIATION OR ANY OTHER NON-MERIT FACTOR.